



MICHIGAN SUPREME COURT

# MICHIGAN JUDICIAL INSTITUTE

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Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
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February 14, 2008

## **2008 Local Court Employee Training** “Serving the Self-Represented Without Providing Legal Advice”

May - June 2008

### **INTRODUCTION**

The Michigan Judicial Institute (MJI) is pleased to announce a training opportunity for court employees. The training, supported in part by a grant from the Michigan Commission on Law Enforcement Standards (MCOLES), offers court staff an opportunity to attend an educational session in their court, or in close proximity to their court office. With support of the MCOLES grant, MJI will provide:

- Consultants to conduct on-site training.
- Copies of the presentation materials.
- Laptop and data projector if host court cannot provide.

Courts responsibilities will include:

- Location and arrangement(s) for an on-site or in close proximity training site.
- Coordination of enrollment to ensure the minimum number of 15 participants per session by identifying personnel from own staff and if necessary other courts.
- A host who will be present on-site the day of the training session.
- Expenses incurred for beverages and/or snacks (if offered) during on-site training.
- Specific audio/visual equipment for the training room such as a projection screen and microphones if the room size requires them.

### **DESCRIPTION**

MJI will provide a court personnel team with experience in court administration to conduct five on-site training sessions in courts, at the Hall of Justice, or at sites close to courts on the following topic:

### ***“Serving the Self-Represented Without Providing Legal Advice”***

These three-hour sessions have been developed specifically for court support personnel working as clerks, counter staff, judicial secretaries, and other clerical staff who are responsible for directly interacting with the public, parties, victims, family members, and attorneys. These training opportunities are also open to county clerk employees who interact directly with the public on circuit and family division matters.

Court personnel who successfully complete this training session will be able to:

- Recognize and overcome stereotypes about self-represented persons.
- Describe the roles and responsibilities of court support personnel.
- Identify the difference between providing information and the unauthorized practice of law.
- Explain the policies and procedures of the judicial system to the self-represented without practicing law.

**To better customize the training to fit the needs of the courts, each applying court is asked to identify three common situations where court staff may be inclined to provide legal advice.**

### **FACULTY**

Lead faculty for these training sessions will be Mr. James Inloes and Mr. Robert Randolph of Court Management Associates. Jim and Bob are former court administrators who bring a wealth of experience and insight from their combined 50+ years working for the circuit and district courts in Washtenaw County.

### **GENERAL TRAINING SCHEDULE**

Each three-hour training session may be held as either a morning or afternoon session.

### **LODGING AND MEALS**

Participant lodging, meals, mileage, parking, phone calls, etc., are the responsibility of each individual or his/her funding unit.

### **REGISTRATION**

If your court is interested in participating in one of these training sessions, we ask that the court administrator please complete and sign the attached application and return it to Lisa Kutas by **Friday, March 7, 2008**. We are limited to **5 sessions** of this training, one of which will be held at the Hall of Justice in Lansing.

MJI staff will select applicants on the basis of 1) number of court staff impacted from host court and neighboring courts, 2) geographical location as indicated by State Court Administrative Office (SCAO) Regions, and 3) whether the application is received on or before the deadline.

Courts will need to provide a suitable room for the training, either in the court or in collaboration with a local community college, intermediate school district, local MSU extension office, or another appropriate facility. The training site must be able to accommodate persons with disabilities. Please do NOT plan to use your courtroom.

Courts will be notified if their location is selected by **Friday, March 14, 2008**. Specific on-site registration information will be included with the acceptance notification mailing.

**Please note:** Smaller courts may wish to coordinate participation from neighboring courts in a joint training session to increase their chances of hosting a session. Partnering in this manner will enable us to meet the MCOLES minimum enrollment requirement of 15 participants per training session.

After reading this announcement, if you have any questions concerning this training initiative, please contact Lisa Kutas, Distance Learning Manager at (517) 373-7481 or via e-mail at [KutasL@courts.mi.gov](mailto:KutasL@courts.mi.gov).

Please complete the attached application form and fax it to MJJ by **Friday, March 7, 2008**.

Lisa Kutas  
Distance Learning Manager  
Michigan Judicial Institute  
Phone: (517) 373-7481  
Fax: (517) 373-7615

Michigan Judicial Institute  
**APPLICATION**  
*For Local Court Training Development*

Name (Mr./Ms.): \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Court Name/Number: \_\_\_\_\_

Court Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Estimated number of court staff who will attend the training: \_\_\_\_\_  
**(Min 15, Max 40 per session)**

Will staff from other courts participate in the training?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate the courts who will participate at your location.

\_\_\_\_\_

SCAO Region in which your court is located (*indicate ONE*):

\_\_\_\_\_ Region I (*Deb Green*)

\_\_\_\_\_ Region II (*Jim Hughes*)

\_\_\_\_\_ Region III (*Bruce Kilmer*)

\_\_\_\_\_ Region IV (*Jim Covault*)

Indicate why your court needs this training and will benefit from this opportunity:

\_\_\_\_\_

\_\_\_\_\_

Please identify a suitable training room that will accommodate 15 – 40 participants and people with disabilities. Such as, *court training room, community college, local library, local school district, or other community space.*

\_\_\_\_\_

What is the capacity of the training facility? \_\_\_\_\_

Do you have access to any of the following audio/visual equipment?

\_\_\_\_\_ Projection screen

\_\_\_\_\_ Data projector

\_\_\_\_\_ Flip charts

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**APPLICATION DEADLINE:  
Friday, March 7, 2008.**